The Outlandish Herald

The Official Newsletter of the Kingdom
of the Outlands, Red Tape Issue III
(October) A.S. XXXVII, V. 3

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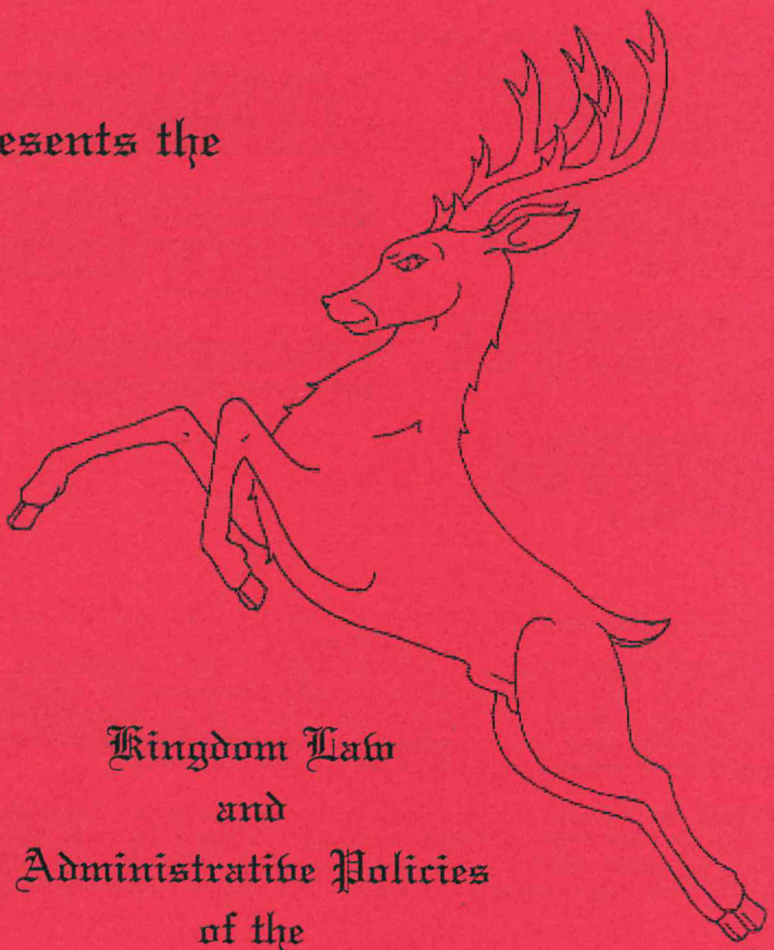

Kingdom Law and Administrative Policies of the Kingdom of the Outlands

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Production Information

This is issue #197a (O tober 2002) of The Outlandish Herald, the official newsletter of the Kingdom of the Outlan s, a branch of the Society for Creative Anachronism, Inc.

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The Outlandish Herald s published as a function of the SCA's membership list. A membership with a subscription is $ 5 per year and includes four issues of Tournaments Illuminated in addition to The Outlandish Her d. Checks should be made to SCA, Inc. All memberships checks and address corrections sh uld be sent to Member Services, SCA, Inc., P.O. Box 360789 Milpitas CA 95036-0789.

Advertising Rates: Full age $50, half page $25, quarter page $15. All ads are printed on a "space available" basis. To sp nsor a page $10. About 900 copies are going out. Please make advertising checks payable to CA-Outlandish Herald and send them to the Kingdom Chronicler c/o Joe Campanella, 2396 Ce arwood Cr., Lafayette, CO 80026

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From the Kingdom Seneschal

Unto the populace of these great Outlands does Master Adam Stedefast, Kingdom Seneschal send warm greetings.

In this special issue of the Outlandish Herald, entitled "Red Tape III" you will find the current Kingdom Law, proclaimed on October 12, 2002 at the Kingdom Arts & Sciences Competition held in the Shire of Duthaich Beinne Aird.

You will also find the updated Administrative Policies which comprise an immense volume of information, that I encourage everyone to read, for it answers many questions, from beginning to advanced. The reader will gain an understanding of how the kingdom functions and how to get things done. This publication is one tool of many, necessary for budding leaders of the Outlands, to know, teach, and improve upon in years to come.

This document was first crafted by the hands of Maestra Francesca di Pavia, and continued to grow through the ministrations of Mistress Coemri nEithne and Master Rhys Afalwin. Thanks go to these good gentles and all those who contributed to this work. I would also be remiss if I did not recognize the Herculean efforts of Baroness Christina McCarty, Kingdom Chronicler whose efforts in this publication provide the capstone on two great years of service, in producing the Outlandish Herald. Thank you.

In Service,
Master Adam Stedefast
Outlands Kingdom Seneschal

From the Former Kingdom Chronicler

Greeting unto the grand and glorious Outlands from Baroness Christina McCarty, former Kingdom Chronicler.

You have in your hands the third edition of the Red Tape Issue. Enclosed herein is the entirety of Outlands Kingdom Law (including changes proclaims on October 8th) and Outlands Administrative Polices.

Along with the need to get out the "regular issue" and a change of office, this has been quite the daunting task, but a fun one at that. I would like to thank Their Royal Majesties, Bela and Elizabeth, for their understanding and support. I would also like to thank Master Adam Stedefast who did the hard part of this job, getting to me the changes, updates, etc. All I had to really do is cut-and-paste.

I hope everyone who reads this issue will find it informative and useful.

On note: Any references to forms within Kingdom Law or the Administrative Policies are referring to the forms that can be found as full page inserts in the middle of this publication. It make it easier for one to photocopy needed forms too!

The November XXXVII (2002) issue of the Outlandish Herald should be arriving along with this special issue. Thank you, populace, for your support and understanding. May you always have fun with this Dream we play.

In Service to Kingdom and to Crown,

Baroness Christina McCarty
former Kingdom Chronicler

LAWS OF THE KINGDOM OF THE OUTLANDS

Effective October 12th, AS XXXVII (2002)

I. LAWS

A. These Laws may be a nended, added to, or deleted by the Crown.

B. All changes to Law m st be signed by the Crown.

C. Any change, deletion or addition shall be proclaimed at Court at a published S.C.A. event within the Kingdom of the Outla nds and shall become law as soon as it is signed and proclaimed as described above. It must then be published in the Outlandish Herald in the earliest possible issue to become law. No subject shall be considered to be breaking a new law until that law is signed, proclaimed at an SCA ev nt and published in the Kingdom newsletter.

D. Any changes to the La ws shall be reviewed by the Kingdom Seneschal who will ensure that the Laws are consistent with Corpora and will witness the document.

II. RIGHTS, DUTIES, AN D PRIVILEGES OF THE CROWN

A. The Crown of the Out nds hereinafter referred to as "the Crown" shall consist of the positions of Sovereign and Consort h ld by the King and Queen. All references to "Successors" shall be deemed to refer to the Heirs to th Throne of the Outlands and shall consist of the positions of Crown Prince and Crown Princess.

B. The Crown must cont ue to reside within the boundaries of the Kingdom throughout their tenure both as Successors to th Crown and for the duration of their Reign. Failure to do so shall be considered as forfeiture f the Reign for the one, or both, living outside the Kingdom.

C. Early in the Reign the Crown shall, with the assistance of their Seneschal, set the sites of the Crown Tournament and C oronation to choose and invest their successors.

D. The Crown shall main ain a regular means of quick communication and dependable transportation.

E. The Crown shall confe awards upon individuals. Only members of the S.C.A. may receive armigerous awards. No a vard, whether armigerous or not, may be conferred upon a subject of any realm outside the Kingdo n of the Outlands without the prior written consent of the Crown to whom the individual is subject.

F. The Crown shall call c urts as may be necessary for the governance of the Kingdom. The primary purpose of any such cou t is for investigation of questions and issues, for opening communication on issues and for the clarific tion of issues (see Section X.)

G. The Crown shall mon or the status and welfare of each barony and take appropriate action as necessary.

H. The Presence of the C rown shall be ten (10) feet around their Persons or their thrones. No one may enter this area witho it rendering courtesy as is right and proper.

I. The Crown sets the Or er of the March for their Courts and for Kingdom events.

J. It shall be presumed th at all persons who complete a full reign as Crown of the Outlands have met the requirements for elev tion to the peerage. The granting of Royal Peerage shall therefore be accompanied by a Paten of Arms. Any Peer who wishes to rebut this assumption may petition the Successors prior to the g anting of the Patent.

K. Each Consort shall be admitted into the Order of the Rose at the end of his/her first full reign. Companionship in the Order of the Rose shall carry neither arms nor precedence and an individual may be admitted only once.

L. The Crown shall, within sixty (60) days of the end of their reign, file with the White Stag Principal Herald and Kingdom Chronicler a list of all awards given during their reign.

III. SELECTION OF ROYALTY

A. The rules of the Crown lists shall be the Rules of the Lists and the Kingdom fighting conventions, as approved by the Sovereign of the Kingdom in consultation with the Earl Marshall.

B. Prospective entrants and consorts shall present themselves before the Crown on the day of the Crown Lists. No consort may be fought for by more than one entrant. The entrants shall state their intent to win the Crown of the Outlands. Emergency absence of the prospective consort may be considered by the Crown on a case-by-case basis.

C. To be eligible for the Crown Lists, the entrant and prospective consort must meet all of the following requirements in addition to those stated in Corpora:

1. Be acceptable to the Sovereign.

2. Be at least eighteen (18) years of age by the scheduled Coronation.

3. Have resided within the boundaries of the Outlands for the six (6) consecutive months immediately prior to the day of the Crown Lists.

4. Have regular means of quick communication, dependable transportation, and sufficient income to support the Crown should they win.

5. Be knowledgeable of the structure and laws of the Kingdom of the Outlands and the Society.

6. The entrant must be an authorized fighter of good standing.

7. Be current members of the Society for Creative Anachronism as evidenced by proof from the Registrar.

8. Entrant must swear the Sword Oath.

9. The Sword Oath must include affirmation that the entrant and consort fulfill all requirements for entry into Crown Tournament and that they will maintain themselves in an honorable manner during the tournament.

10. Consort must be prepared to swear an oath at the Crown's discretion.

D. The Sovereign may remove any fighter from the field should, in the opinion of the Sovereign, the fighter's conduct be unchivalrous. The Sovereign should take consultation with the marshals before removing any fighter from the Lists.

E. An entrant, or prospective consort, may petition the Crown to be allowed to withdraw at any time. If a prospective consort is allowed to withdraw, the entrant who carries that person's favor is thereby disqualified.

IV. SUCCESSION OF THE CROWN

A. The Crown Successors of the Outlands shall be crowned according to the customs of the land.

B. The Crown shall call a Curia Regis should either of the Crown Successors fail to appear and there is sufficient evidence to suggest that this failure was through personal malfeasance. Should the decision of the Crown at the Curia Regis be that the Crown Successor failed to appear through personal malfeasance, a Court of Inquiry shall be called.

C. If the prospective Sovereign shall abdicate or be disqualified, the Crown shall call a new Crown Tournament as soon as one may reasonably and legally be announced and published to the populace This shall determine a new couple to be invested as Crown Prince and Princess at the court following the list. The abdicated/disqualified prospective Sovereign may not participate in this tournament. If the prospective Consort shall abdicate or be disqualified, the prospective or new Sovereign shall choose a new Consort who meets the qualifications as stated in Section III.C. Royal Heirs and Royalty must maintain their memberships throughout their term as Royalty or both shall be removed.

D. Should the Crown refuse to yield the regalia to the Crown Prince and Princess in a reasonable time, the matter shall be brought before the Board of Directors for their adjudication. Should the Board overrule the Crown then the Crown shall surrender all of the regalia to the Crown Prince and Princess at the earliest available event acceptable to all parties. Should the Board rule with the Crown, the Crown Prince and Princess shall be disqualified, and the procedures listed above shall be followed.

V. PROVISION FOR THE ABSENCE OF THE SOVEREIGN AND/OR CONSORT

A. If, at any time and for any reason, the Sovereign and Consort are unable to complete their reign, the duties of the Sovereign shall revert to the most recent Sovereign willing and qualified to serve as Regent. To be qualified, the Regent must be a paid member, reside within the Kingdom, and have dependable transportation and means of quick communication. The regency shall not be considered a reign and the Regent shall not bestow or approve awards nor proclaim Law.

B. If a Crown Prince and Crown Princess have not already been determined, the Regent shall ensure scheduling of the Crown Lists as soon as may be reasonably and legally proclaimed and shall exercise the ceremonial authority of the Sovereign in managing the Lists. Investiture of the new Sovereign and Consort shall take place at the closing court following the Lists.

C. In the event there is no Consort, the Sovereign shall choose a new qualified Consort and shall serve out the remainder of the reign.

D. In the event there is no Sovereign, the Consort shall assume the duties, rights and responsibilities of the Sovereign upon investing a new qualified Consort and shall serve out the remainder of the reign. In this event, however, the Kingdom Earl Marshall shall supervise the fighting on the field.

E. The new Consort's investiture must be performed at a published Society event.

F. Until the new Consort is invested, the remaining King/Queen shall have only the powers of a Regent.

G. Abdication or disqualification of the Sovereign or the Consort does not constitute a full reign for that party. This disallows the right to County or Ducal titles which may have been forthcoming from his or her reign.

VI. EVENTS AND TOURNAMENTS

A. The second weekend of every month is reserved for Kingdom events.

B. Crown Tournament will be held on the second weekend of March and the second weekend of September.

C. Coronation will be held on the second weekend of May and the second weekend of November.

1. There will be a Queen's Champion tournament on the weekend of Coronation.

a. All prospective entrants must be acceptable to the Queen.

b. The Victor of the Lists will be styled "The Queen's Champion".

c. The specifics of the list shall be determined by the Queen.

2. There will be a Queen's Rapier Champion tournament on the weekend of Coronation.

a. All prospective entrants must be acceptable to the Queen.

b. The Victor of the Lists will be styled "The Protector of the Queen's Heart".

c. The specifics of the List shall be determined by the Queen.

D. There shall be a Kingdom Arts and Sciences event each year to be held the second weekend of October.

1. The event shall be organized by the Kingdom Arts and Sciences officer in accordance with the wishes of the Crown.

E. There shall be at least one "Warlord of the Outlands" tournament each calendar year.

1. The tournament shall be organized according to the wishes of the Sovereign.

2. The person who wins the tournament shall bear the title "Warlord of the Outlands" until the next Warlord tournament.

3. The title shall carry such precedence and honor as is the pleasure of the Crown to give.

F. There shall be at least one "Royal Archer of the Outlands" tournament for target archery held each calendar year.

1. The tournament shall be organized according to the wishes of the Sovereign.

2. The person who wins the tournament shall bear the title "Royal Archer of the Outlands" until the next Royal Archer tournament.

3. The title shall carry such precedence and honor as is the pleasure of the Crown to give.

G. There shall be at least one "Royal Bard of the Outlands" competition held each calendar year.

1. The entrants shall perform a minimum of two distinct pieces of different styles, one of which shall be spoken word poetry.

2. The person who wins the competition shall bear the title "Windhover Bard" until the next Royal Bard competition.

3. The title shall carry such precedence and honor as is the pleasure of the Crown to give.

VII. RIGHTS AND DUTIES OF THE POPULACE

A. Any subject has the right to display the Kingdom ensign at any Society event

B. Any subject of the Crown may write to the Crown on any matter. All official communication must be in writing, signed and dated.

C. Reasonable care shall be taken that blatant mundanities are not in obvious display at events.

D. Only persons who are current members of the Society for Creative Anachronism are authorized or are allowed to be authorized to participate in combat activities within the Kingdom of the Outlands.

VIII. OFFICES AND OFFICERS

A. Officers must live within the recognized boundaries of the area they serve.

B. Regular, routine reports of Kingdom Officers to their superiors shall be copied to the Crown and the Kingdom Seneschal.

C. All officers shall generate written reports to their superiors and subordinates at least quarterly. Omission of one quarterly report shall be considered grounds for suspension or dismissal.

D. The Great Officers of State shall be the Kingdom Seneschal, the White Stag Principal Herald, the Earl Marshal, the Minister of Arts and Sciences, the Chancellor of the Exchequer, the Chronicler, and the Chirurgeon.

E. All Great Officers of State shall:

1. Fulfill their duties as outlined in Corpora.

2. Make contact with the Crown and the Kingdom Seneschal at least once every month by any communications method that is convenient and appropriate.

3. Maintain a current roster of subordinate officers.

4. Maintain correspondence and a record of all activities carried on in the performance of their duties which is to be turned over to the successor to said office within thirty (30) days of relinquishment of office.

5. Make written reports to subordinate officers, with copies to the Crown and the Kingdom Seneschal, at least once every quarter. Omission of a quarterly report shall be considered grounds for potential suspension or removal from office.

F. The Lesser Officers of State shall be the Kingdom Hospitaller, the Minister of Children, the Scribe, the Marshal of Fence, the Archer General, the Equestrian Marshal, the Minister of Lists, the Chamberlain, the Webminister and the Waterbearer.

G. All Lesser Officers of State shall:

1. Be responsible to a Great Officer of State.

2. Make contact with their corresponding Great Officer of State at least once every month by any communications method that is convenient and appropriate.

3. Maintain correspondence and a record of all activities carried on in the performance of their duties which is to be turned over, within thirty (30) days of relinquishment of office to the successor in said office.

H. All Lesser Officers of State with deputies or subordinates shall:

1. Maintain a current roster of any subordinate officers.

2. Make contact with their subordinates at least once a quarter by any communications method that is convenient and appropriate.

3. Educate and inform their subordinates of any updates and changes in their office.

I. Specific Duties

1. The Kingdom Seneschal shall:

a. Interpret Kingdom Law and Corpora and advise the Crown on this interpretation;

b. Be responsible for the maintenance of the Laws;

c. Call such meetings, require such reports, and oversee such events as are necessary for the proper functioning of the Kingdom;

d. Assist incipient branches within the Kingdom in their preparation for official status and recommend to the Crown those incipient branches which are ready for official status;

e. Monitor official branches within the Kingdom to determine if they are maintaining the standards required of an official group and notify the Crown and Board of Directors when those branches fail to maintain the standards;

f. In conjunction with the Kingdom Chronicler, be responsible for establishing the Kingdom Calendar through conferring with the Chronicler before each publication of the *Outlandish Herald*;

g. Be responsible for the solicitation of bids for all official Kingdom and inter-kingdom events held in the Outlands;

h. Be ultimately responsible for all official inter-kingdom events held within the Outlands;

i. Make periodic communiqués to the populace through the pages of the *Outlandish Herald*;

j. As a member of the Council of the Exchequer, be responsible for establishing Kingdom Financial Policy and authorizing Kingdom expenditures;

k. Monitor the Office of the Hospitaller who shall:

1. Be responsible for the introduction and education of new members in the culture and customs of the Society;

2. Prepare, maintain, and disseminate such materials as necessary.

l. Monitor the office of the Minister of Children who shall:

1. Serve as a source for period activities for children;

2. Prepare, maintain and disseminate such materials as appropriate for period activities for children.

2. The White Stag Principal Herald shall:

a. Be the voice of the Crown to the populace;

b. Be responsible for the submission of names, devices, and badges to the College of Arms of the SCA;

c. Advise the Crown and the populace on matters of protocol and the creation of ceremonies;

d. Be responsible for the maintenance of the order of Precedence and the list of Awards;

e. Organize and maintain the College of Heralds;

f. Monitor deputies within the Outlands College of Heralds;

g. Be responsible for the field and court heraldry at Crown Tournaments and Coronations;

h. Monitor the office of the Scribe who shall:

1. Maintain a listing and monitor the activities of the College of Scribes;

2. Ensure the accuracy of scroll format and text;

3. Publish once per reign a notification stating that all scroll texts must be approved by the Kingdom Scribe;

4. Update the Scribe's Handbook as needed;

5. At the conclusion of each reign report the names of scribes who have created scrolls for the Kingdom during that reign.

3. The Earl Marshal shall:

a. Represent the Sovereign during the Sovereign's absence in supervising the fighting on the field;

b. Interpret and maintain the marshallate standards and regulations of the Kingdom;

c. Confer with the Earl Marshals of the other Kingdoms to establish marshallate standards which will be observed at inter-kingdom combative events;

d. In conjunction with the Kingdom Chirurgeon, review fighting injuries, determine causes and develop standards for the protection of the fighters;

e. Direct the Office of the Minister of the Lists who shall:

1. Maintain a list of the authorized fighters;

2. Maintain records from Kingdom tournaments;

3. Be responsible for the Lists officer activity at Crown Tournament and Coronation;

f. Direct the Office of Archer General who shall:

1. Set, maintain, and enforce the safety standards and equipment specifications for archery;

2. Organize and monitor IKAC and Royal Round archery shoots;

g. Direct the Office of the Marshal of Fence who shall:

1. Set, maintain, and enforce the equipment specifications, fighting conventions, and marshallate rules of fence;

2. Be responsible for the authorization procedure of fencing marshals;

h. Direct the Office of the Equestrian Marshal who shall:

1. Set, maintain, and enforce the equipment specifications, requirements, and marshallate rules for equestrian activities;

2. Be responsible for the authorization procedure of equestrian marshals;

4. The Minister of Arts and Sciences shall:

a. Maintain and interpret Kingdom rules for Arts and Sciences competitions;

b. In conjunction with the Kingdom Seneschal, be responsible for the solicitation of bids for Kingdom Arts and Sciences events;

c. In conjunction with the Kingdom Chronicler, solicit articles for submission to the *Outlandish Herald*;

d. Encourage and help organize the study, practice, and research into the medieval arts, sciences, and technology within the Kingdom of the Outlands;

e. Be responsible for the organization of Kingdom Arts and Sciences events.

5. The Chancellor of the Exchequer shall

a. Be ultimately responsible for the accurate and timely reporting of the finances of the branches of the Kingdom and of the Kingdom as a whole;

b. Chair the Council of the Exchequer, consisting of the Crown, the Kingdom Seneschal and the Exchequer which shall establish the Kingdom financial policy and authorize all expenditures and withdrawals of moniesfrom the Kingdom accounts;

c. Encourage revenue-raising programs for the Kingdom accounts;

d. Report to the populace on a quarterly basis, through the pages of the *Outlandish Herald*, the status of the Kingdom's finances;

e. Disseminate Kingdom Financial Policy;

f. Monitor the office of Chamberlain, who shall:

1. Be responsible for creation, maintenance, storage, and repair of Regalia;

6. The Kingdom Chronicler shall:

a. Be responsible for the publication of the Outlandish Herald;

b. Advise and assist with the publication of any official documents;

c. Monitor the office of Webminister, who shall:

1. Be responsible for the creation and maintenance of the Kingdom Web presence.

7. The Kingdom Chirurgeon shall:

a. Encourage the education of the populace in first aid and preventive measures;

b. Maintain records of injuries and any on site treatments which occur at official S.C.A. events.

c. Maintain the Chirurgeon's guild of the Outlands;

d. Monitor the office of Waterbearer, who shall:

. Be responsible for and maintain the equipment and standards for the Kingdom's Waterbearing activities.

8. Local Officers shall:

a. Make contact with their corresponding Kingdom Officers of State at least once every month by any communication method which is convenient and appropriate.

IX Territorial Barons and Baronesses

A. Appointment

1. The Crown shall solicit recommendations for the office of Territorial Baron/ess, whenever it is necessary. The office may be filled by a couple or by a single person.

2.At an event published in the Kingdom newsletter, the populace shall be polled regarding selection of new nobility. The Kingdom Seneschal or his/her representative shall be present to witness said polling.

3.Comments by the populace must be considered by the Crown before the Crown makes the final decision of appointment.

B. Removal

1.To consider the removal of a Baron/ess, the Crown shall direct the local seneschal to call a meeting of the populace at an event published in the Kingdom newsletter. The Crown shall be in attendance to hear the comment of the populace and to present the views of the Crown.

2. Subsequent to this meeting, comments by the populace must be duly considered by the Crown before the Crown announces the final decision of retention or removal of the Baron/ess.

C. Rights, Duties, and Privileges

The Territorial Baron/ess shall:

1. Be, for the people of the Barony, the chief example(s) of chivalry, courtesy, and virtue appropriate to gentlemen and women and shall encourage these virtues in their people;

2. Represent, and be an advocate for, the people of the Barony before the Crown;

3. Extend hospitality and welcome to new and prospective members;

4. Petition the Crown for the privilege of awarding any of their Barony's armigerous or precedence advancing awards to residents of their Baronies. Nonarmigerous Baronial

awards may be awarded at the pleasure of the Barons and/or Baronesses to residents of their Baronies. Presentation of Baronial awards to non-residents of the Barony requires the permission of the Crown.

X. COURTS AND CURIAS

A. The courts of the Kingdom shall consist of the Curia Regis, Court of Inquiry, and the Court of Chivalry.

B. These courts are Society functions and are to be held at Society events within the Kingdom.

C. These Courts shall be shall be organized and conducted at the pleasure of the Crown for the purpose of dispute resolution and arbitration.

D. In order to insure that the courts are fair and representative of the facts, the principals to the dispute have the right to cross-examine witnesses, introduce evidence, and in general, present their case.

E. The Curia Regis:

1. The Crown may invite as many participants for the Curia Regis as They deem fit.

2. The Crown may authorize a representative to conduct the Curia Regis in Their stead.

3. May be called at any Society event.

4. May make one of the following recommendations:

a. Issue shall be dropped

b. Issue shall be dealt with informally

c. Issue shall be taken to a Court of Inquiry

F. The Court of Inquiry:

1. Shall be comprised of those persons appointed by the Crown after consultation with the principals involved.

2. Shall be conducted as formally or informally as the Crown desires;

3. Shall be published in the *Outlandish Herald* as a Society event.

4. May make one of the following recommendations:

a. Issue shall be dropped

b. Issue shall be dealt with informally

c. Issue shall be taken to a Court of Chivalry

G. The Court of Chivalry:

The Court of Chivalry is the Kingdom's highest court. It is the only court which may recommend the degradation from the peerage or banishment from the S.C.A. to the Crown and then to the Board of Directors. The Court of Chivalry Shall:

1. Be comprised of nine judges who are members of the S.C.A.,

a. Five of which must be the Kingdom Seneschal (as the presiding judge), the Earl Marshall, and the Premier of each of the Orders of the Chivalry, the Laurel, and the Pelican within the Kingdom of the Outlands.

b. If any of the above judges cannot attend, they will choose replacements from within their officers or Orders to represent them.

c. The Crown shall appoint four armigerous representatives to complete the Court.

d. No principal involved in the dispute may sit on the Court;

2. Not be called on any matter unless a Court of Inquiry has so recommended. In no case is the Crown compelled to call a Court of Chivalry based upon that recommendation.

3. Not be convened until all parties to the dispute, all members of the court, and the Society Seneschal have been notified of the upcoming Court of Chivalry and its cause.

a. The Date and location will be decided by the Crown taking into consideration the convenience of all concerned;

4. Be announced in the *Outlandish Herald* as a Society event;

5. Be held publicly;

6. Have the Kingdom Seneschal, with the Crown in attendance, preside over the Court;

7. Have the White Stag Herald, or representative, as the recording officer of the Court, and he/she will be responsible for any physical evidence presented;

8. Be dissolved by a two-thirds majority of the judges;

9. Deliver a verdict and recommended sentence:

a. A verdict and recommendation rendered by a two-thirds majority of the Court is binding on the Crown.

b.The Crown may either follow the Court's recommended sentence or may choose another equivalent sentence.

c. If the Court does not reach a two-thirds majority the charges and specifications shall be considered "not proven".

10. Have its decisions and the Crown's judgment placed before the Board of Directors if the person sentenced wishes to appeal.

a. If there is an appeal, the Crown has the option to withhold sentence until after the next meeting of the Board of Directors.

XI. OTHER BRANCHES

A. Other branches are shires, cantons, and colleges.

B. Colleges be inactive for up to three consecutive months as they are normally associated with a mundane college or university.

C. Proposed subsidiary branches shall be styled "incipient" until they have been advanced to official status.

D. Petitions for advancement must be submitted to the Kingdom Seneschal, through their branch Seneschal.

1. The Kingdom Seneschal will then solicit recommendations from the appropriate Kingdom Officers.

2. These recommendations along with his/her own recommendation will then be attached to the petition and sent to the Crown for their approval.

3. Approval, if granted, will be proclaimed at an official event and printed in the *Outlandish Herald.*

4. Official status shall be dated as of the proclamation.

E. Subsidiary branch officers must establish communications with their appropriate superior officers.

XII. Council of War

There shall exist in the Kingdom of the Outlands a War Council.

A. The council shall meet and act throughout the year serving the Crown and Kingdom in advising, facilitating and participating in the Outlands war efforts at home or abroad.

B. The duties and composition of the War Council are outlined in the War Council Charter.

Signed this 8th day of October, Anno Societatis XXXVII, being 2002 Gregorian.

Bela, King of the Outlands

Elizabeth, Queen of the Outlands

Adam Stedefast

Adam Stedefast, Seneschal of the Outlands

ADMINISTRATIVE POLICIES OF THE KINGDOM OF THE OUTLANDS

October 2002 AS XXXVII

I. GENERAL

A. The Kingdom of the Outlands and its populace members will comply with all rules and standards set forth in the SCA's governing documents and the Laws of the Kingdom of the Outlands, and with all laws of the United States of America and the particular states and jurisdictions in which we operate. Individuals who violate these laws and rules, including those regarding alcohol or illegal substances, while in attendance at any SCA-sponsored activity will be reported to the appropriate authorities and will be subject to sanctions within the SCA.

B. Should any conflict arise between the policies herein and the Laws of the Kingdom of the Outlands, Kingdom Law takes precedence.

C. Any and all members of the populace are encouraged to recommend individuals for awards.

1. One need not be a member of an order to recommend someone else for that order. In fact, one need not have any awards at all to recommend someone for an award.

2. Letters of Recommendation should be mailed directly to the Crown.

3. In order to receive any award, Kingdom Law requires the recipient to be a paid member of the SCA.

II. WAIVER POLICY

A. Any person attending any SCA event, or participating in fighting activities at a fighter practice, must either be a paid member of the SCA, with proof of membership (a blue card, the label from an Outlandish Herald [ensuring that the name and expiration date are legible] or a document generated by the Corporate Office indicating that the membership has been processed) or must sign a waiver. A copy of the approved waiver is included in this publication. Please copy this form and all other forms provided freely.

B. SCA members who do not have their "blue cards" with them, or who have a non-blue membership card, indicating that there is no signed waiver on file for them in the SCA Corporate Office, must sign a waiver to attend an event or participate in fighting activities at a fighter practice.

C. Waivers may be completed individually, or a roster waiver may be used. A roster-type waiver must include the full text of the waiver with absolutely no changes. In this case, there will be space for many signatures under the waiver text, which will be reduced in size. List the event name and date at the top, and use two columns for signing - printed name on the left, signature on the right. Only "mundane" names are to appear on the waiver. Waivers may re-typed as long as the wording is not changed in even the slightest way.

D. It is the responsibility of the local Seneschal, in cooperation with the local Knight Marshal, to ensure that the waiver policies are adhered to at all fighter practices and for the fighting at any event held within their group's area.

E. It is the responsibility of the local Seneschal to ensure that the waiver policies are adhered to at all events held within the group's area. These policies must be clearly communicated to anyone who will be working at the gate at any event.

F. It is the responsibility of the local Seneschal to ensure that all waivers from fighter practices and events are sent to the Kingdom Waiver Secretary within ten days following the activity.

III. NON-MEMBER SURCHARGE

A. Effective January 1, 2003, the Board of Directors instituted a $3.00 surcharge to the site fees of all non-members.

B. Any person attending any SCA event must either provide proof of membership (a membership card, the label from an Outlandish Herald [ensuring that the name and expiration date are legible] or a document generated by the Corporate Office indicating that the membership has been processed) or must pay the surcharge.

C. Events that are free do not incur the non-member surcharge.

D. Neither the Kingdom nor local groups will pay the non-members surcharge for non-members attending events. To do so would be using SCA funds to benefit private individuals, which is a violation of policy.

E. If there is a discounted fee for children, then there is no Non-Member Surcharge for the children who attend paying the discounted fee. If the child is not a member and there is not discount for children, then the Non-Member Surcharge does apply.

IV. PARTICIPATION BY MINORS

Minors (persons under 18 years of age) are welcome to participate in the activities of the SCA, subject to the following rules:

A. Any minor attending an SCA event must have a Minor Waiver (see included form) completed and signed by his/her parent or legal guardian. A separate waiver is needed for each event the minor attends. This policy is in effect even if the minor is in attendance with his/her parent(s), and regardless of whether or not the minor is a paid SCA member. Roster waivers are not acceptable for use with minors. It is suggested that groups make copies of the minor waiver form on colored paper to easily distinguish them from adult waivers.

B. Minor waivers need not be executed at fighter practices, unless the minor is participating in fighting activities. "Fighting activities" include armored combat ("heavy weapons"), fencing, combat archery, or marshaling. In this case, parents should be carefully apprised of what is going on. Parents will witness the activity, discuss it with a witnessing marshal, and execute a Parent's Consent for SCA Combat-Related Activities (that is, a minor waiver). Witnessing marshals must be explicitly authorized to perform this function by the Kingdom Earl Marshal. Authorization for combat for minors in any of the forms listed above can be performed only by the Kingdom Earl Marshal, the Marshal of Fence, or their representatives as designated in writing.

C. Any adult who is not a minor's parent or legal guardian taking that minor to an event which will involve an overnight stay, or which will cross state lines, or which is sufficiently distant that the parent would not be able to meet that adult at the hospital in the event of an emergency, must obtain a form designating them as the minor's temporary legal guardian for the duration of the event. This form must be signed by the minor's parent(s) or legal guardian, and must be notarized. A suitable form is included with this document

D. Minors may not attend events unless accompanied by a responsible adult - a parent, legal guardian, or a temporary legal guardian appointed as described above.

E. Any minor involved in SCA combat-related activities at an event MUST have a parent or legal guardian present at the event, or be in possession of a properly-executed Statement of Guardianship which designates that person as able to authorize medical treatment for that minor in case of any emergency.

F. No minor may consume alcohol or use illegal substances at any SCA event or practice. No adult may offer alcohol or illegal substances to a minor at any event or practice. Anyone found violating

these laws will be ejected from the site, and may be subject to other action.

G. It is the responsibility of the local Seneschal, in cooperation with the local Knight Marshal, to ensure that the minor policies are adhered to at all fighter practices and for the fighting at any event held within their group's area.

H. It is the responsibility of the local Seneschal to ensure that the minor policies are adhered to at all events held within the group's area. These policies must be clearly communicated to anyone who will be working at the gate at any event.

I. It is the responsibility of the local Seneschal to ensure that all minor waivers from fighter practices and events are sent to the Kingdom Waiver Secretary within ten days following the activity.

V. AUTHORIZATION FOR COMBAT-RELATED ACTIVITIES AND NON-COMBATANTS

A. All participants in SCA combat activities ("heavy weapons" combat, fencing, combat archery, and marshaling,) must be authorized in accordance with the policies established by the SCA, Inc. and the Earl Marshal's office. Authorized persons are issued an authorization card ("green card"), which must be presented upon the request of a lists officer or marshal. Note that Outlands Kingdom Law requires SCA membership for authorization.

B. Other participants in tournament activities - lists officers, field heralds, waterbearers, and chirurgeons - need not be formally authorized to participate in these activities. They must, however, be SCA members with a valid "blue card", or they must sign a waiver. Chirurgeons and waterbearers fall within the Chirurgeonate and are also subject to the direction of the marshals on the field and are required to follow their directives regarding activities on the field.

C. Non-combatant participants in Wars - field heralds and chirurgeons - are required to be authorized for this activity. Authorization cards will be issued through the Earl Marshal's office. In order to qualify for such authorization, an individual must undergo a brief training session by an authorizing marshal or by an authorized chirurgeon, as appropriate. Waterbearers are not required to be authorized for participation at wars.

VI. SCHEDULING OF EVENTS

A. All event autocrats must be paid members in good standing of the SCA. All events must be sponsored by an official group.

1. Incipient groups wishing to hold an event must be sponsored by an official group.

2. Households wishing to host an event must be sponsored by an official SCA group in order for the event to be an SCA-sanctioned event.

B. An Event Registration form is included with this document

1. This form must be completed and signed by the local Seneschal and a second officer. In a Barony, the second signature must be that of the Baron or Baroness.

2. This form is necessary for all events which are to be listed on the Official Kingdom Calendar and/or be advertised in the *Outlandish Herald.*

3. Copies should be retained for the group's Seneschal, the Autocrat, and the Baron/ess if within the jurisdiction of a barony. .

4. One copy of the completed form is to be sent directly to the Deputy Kingdom Seneschal in charge of the Calendar at least three months prior to the date of the event, when possible. Autocrats will receive acknowledgment from the Deputy Seneschal that your form has been received. Copies ARE NOT to be sent to the Kingdom Seneschal.

5. One copy is to be sent to the Kingdom Chronicler along with the event announcement which is to be published in the *Outlandish Herald*. See "Policies of the Kingdom Chronicler" for more information about event announcements.

C. The second full weekend of each month is reserved for Kingdom Events.

1. No other events may appear in the *Outlandish Herald* on Kingdom Weekends, unless that weekend remains unscheduled by the kingdom. Contact the Deputy Kingdom Seneschal in charge of the calendar for availability.

2. A Kingdom Event Bid Form is included with this document. This form is to be completed *instead of* the Event Registration form for Kingdom Event bids, and must be signed and copies kept as explained in B.1. and B.3. above.

a. Bids for Crown Tournaments, Coronations, Arts & Sciences Events, StagsCon or other proposed Kingdom events (such as Queen's Prize Tournament) are to be submitted to the Kingdom Event Coordinator (a deputy to the Kingdom Seneschal)

b. Bids for Kingdom Arts and Sciences Events should also be sent to the Kingdom Arts and Sciences officer.

3. The deadline for receiving bids for Crown Tournaments and Coronations is the 15th of the month, six months before the event date: (The deadline may be extended by the Kingdom Seneschal)

March Crown bids are due September 15
May Coronation bids are due November 15
September Crown bids are due March 15
October Arts & Sciences bids are due April 15
November Coronation bids are due May 15
Etc.

4. Ideally, Crown Tournaments and Coronations will alternate between the Northern and Southern portions of the Kingdom, the division line being defined as Raton Pass. The desired schedule, which is designed to take advantage of the usual weather conditions in the different parts of the Realm, is as follows:

March Crown - South
May Coronation - North
September Crown - North
November Coronation - South

D. There is a planning calendar maintained on the Outlands Webpage. This is NOT an Official calendar, but does list those events which have been designated by the Seneschal's office as official, as well as potential events. It is a planning tool to aid groups in planning their events to avoid conflict.

1. Listing on the webpage planning calendar does NOT replace sending an event form, which is necessary to have an event listed on the Official Calendar.

2. To list an event on the webpage planning calendar, send as much information as you have concerning the event (name of event, date, sponsoring group, and, if available, the name and telephone number of the autocrat) to the Kingdom Deputy Webminister for the Electronic Calendar.

VII. POLICIES APPLYING TO OFFICERS

A. All Lesser Kingdom Officers or Deputies to Kingdom Officers report to the Kingdom Superior as required by that Officer or at least quarterly.

B. All local officers must provide a copy of their written reports to their local Seneschal, who must retain them in the Seneschal's files.

C. All local officers must retain a copy of their reports for the files of their own office.

D. Local Marshals of Fence, Captains of Archers, Equestrian Marshals, and Ministers of the Lists must also give a copy of their reports to the local Knight Marshal, who must retain these in the files of their office.

E. The local Treasurer must provide a copy of the bank statement(s) for the group's bank account(s) to the local Seneschal each month. The Kingdom Chancellor of the Exchequer must provide copies of the bank statement(s) for the Kingdom's account(s) to the Kingdom Seneschal monthly.

F. Local officers will be considered "acting" until they have successfully filed three reports within a four-month period, unless otherwise specified below. The officer will then be warranted for a two-year term, dating from the month they took office.

G. Omission of three consecutive monthly reports, or one quarterly report, will be considered grounds for possible suspension or removal from office.

H. Domesday reports are due by the 15th of January each year or as specified by the appropriate Kingdom superior. This report should summarize the office's activity for the preceding year. Consult the appropriate Kingdom superior for detailed instructions on completing this report.

I. All officers at all levels must recruit and train an "emergency" (sometimes called a "drop dead") deputy who can assume the duties of the office in the event of an emergency.

J. It is expected that all officers will attend their local group's business meeting each month unless an emergency prevents attendance. In the event an officer will miss a meeting, that officer should be sure to get a copy of their written report to the local Seneschal in advance of the meeting so that the report may be communicated to the other officers and to the populace.

K. The Seneschal is in charge of running group business meetings. In the event the Seneschal must miss a meeting, his or her deputy should be notified, and that individual should then run the meeting.

L. Local Chroniclers will provide complimentary copies of their newsletters to the Crown, the Kingdom Chronicler, the Kingdom Seneschal, and the Calendar Deputy.

M. Change of officers should follow this procedure:

1. The current officer writes to the Kingdom Officer indicating his/her desire to step down from office and designating another person to take the position.

2. The designated successor writes to Kingdom Officer indicating a willingness and desire to hold that office, including in that letter a short introduction, age of the person, a brief history of the person's experience in the SCA, the skills the person has to fulfill the obligations of the office, and a copy of the membership card.

3. A letter from the local seneschal should accompany, or follow separately, the successor's letter indicating a willingness of the group to accept this person in the office. In the case of a Barony, the approval of the Baron/ess should also be included.

4. If there is any concern about the designated successor, the Kingdom Officer will contact the officer willing to step down and the local seneschal.

5. The Kingdom Officer may verify Baronial approval and should there be disagreement, will work with the Baron/ess, local seneschal, and local officer to resolve the situation.

6. In either of the case of #4 or #5, the Kingdom Officer will notify the Kingdom Seneschal of the difficulty.

7. Within a short period of time, the Kingdom Officer will contact the local officer with a welcome and any specific requirements of the office.

8. Remember that the local appointment is made by the Kingdom Officer.

VIII POLICIES OF THE KINGDOM SENESCHAL

A. Local Seneschals are required to report in writing once each month to the Kingdom Seneschal. These reports are due no later than the 10th of the month following that which the report covers (that is, reports for the month of May are due in the Kingdom Seneschal's hands no later than June 10).

B. E-mailed reports are preferred, but written reports are acceptable.

C. Local Seneschals will be considered "acting" until they have successfully filed three reports within a four-month period. The officer will then be warranted for a two-year term, dating from the month they took office.

D. Omission of three consecutive reports will be considered grounds for possible suspension or removal from office.

E. The Kingdom Seneschal shall report monthly to the local Seneschals, the Kingdom Officers and Ruling Nobles of the Kingdom. These reports will be mailed no later than the fifth of each month.

F. The Seneschal's Handbook is available from the Kingdom Seneschal or on the Outlands Webpage.)

G. POLICIES OF THE KINGDOM HOSPITALLER

1. This officer is a clearinghouse of information for local groups, and specifically Hospitallers, to use in welcoming new members to the Society.

    a. Reporting: formal reports are required at least quarterly.

2. Should a group not have a designated local Hospitaller, its Seneschal will assume that responsibility.

3. Each local Hospitaller should send a copy of their new member packets, brochures, PR pieces, and any other applicable information to the Kingdom Hospitaller for approval.

4. The Kingdom Hospitaller will report to the local groups at least quarterly to share information and ideas.

IX. POLICIES OF THE WHITE STAG PRINCIPAL HERALD

A. REPORTING: Local Heralds must file reports at least quarterly. Monthly reporting is preferred. If there is no activity in the office, a simple postcard stating such is acceptable. Mailing of reports is strongly encouraged, but emailed reports are acceptable.

B. Domesday reports should include an inventory of the heraldic files, research materials, and regalia that are the property of the local group.

C. Court reports list all awards given in a Kingdom or Baronial Court. The Court Herald in charge must file such a report within three weeks after the Court in question was held. This

report is to be filed with the Wimble Herald, and copied to the kingdom Scribe, whose addresses are listed on the Officers' page of the *Outlandish Herald.* A copy of this report should be retained in the Herald's files.

D. The Outlands Herald's Handbook is available from the White Stag Principal Herald.

E. Submission fees are $10.00 for each item. An item is defined as a name, a device, or a badge. The submitter should pay this fee to the local group. Local groups may charge an additional dollar if they wish, to offset local costs. Regardless, $10.00 will be forwarded to Kingdom. Submitters should also pay with a check or money order to establish a paper trail. Local heralds should not accept cash for submissions. The local Treasurer, in turn, should then write a check from the local group's account made payable to "SCA - Outlands" for the submission fees due to the Kingdom.

F. When submitting a name, the White Stag Principal Herald (or Rampart Herald, if that office is handling submissions) must receive two (2) copies of the name submission form and of all documentation. When submitting a device or badge, White Stag (or Rampart) must receive two colored-in copies and one line drawing (not a black-and-white copy of the colored-in drawing). In addition, the local herald should keep one colored-in copy and one line drawing of each device or badge submission and one copy of each name form and all documentation. The submitter, too, should keep a copy of everything for him/herself. Documentation should be attached with a paper clip and not staples. Armory forms should be colored in using a standard set of Crayola brand markers. Submissions have been returned in the past for being the wrong shade of a particular color due to problems with color printouts, colored pencils, crayons, etc.

G. Computer-generated forms are acceptable provided they accurately recreate the current form standards and size.

H. All heraldic submissions MUST go through the herald of the submitter's local group (including submissions designed at consultation tables) unless the submitter is explicitly asked to do otherwise. Submissions should NOT be sent to White Stag directly by a submitter. The herald who actually assisted the submitter in designing a device or documenting a name may sign the forms as "consulting herald".

I. POLICIES OF THE KINGDOM SCRIBE

1. The Scribe keeps a roster of active scribes and is in charge of scroll assignments for awards to be given by the Crown. This roster is strictly unofficial, but serves as a means of getting in touch with scribes around the Kingdom. Contact the Kingdom Scribe to be added to the list of active scribes.

2. The Scribe, in conjunction with the White Stag Principal Herald, is responsible for creating standard scroll texts, and for approving variant scroll text. Any scribe who wishes to use a scroll text other than the standard text must contact the Kingdom Scribe for approval before beginning work.

3. All scribes must maintain strict confidentiality concerning their scroll assignments. Failure to maintain confidentiality on the part of a Baronial Scribe (a Baronial office) may be considered grounds for removal from office. Failure to maintain confidentiality on the part of any scribe will result in that scribe not receiving more scroll assignments.

4. A scroll is any certificate confirming an award within the Outlands regardless of its form or construction. Although the Kingdom Scribe's Office will make every effort to ensure that a scroll is presented with every kingdom award, it must be understood that no award recipient has an explicit right to a custom made piece of original artwork.

X. POLICIES OF THE KINGDOM CHRONICLER

A. Follow the Society of Creative Anachronism, Inc. Publication Policies for both Printed Material and Electronic Material (i.e. web pages, electronic newsletters, etc.)

B. Event announcements sent to the Kingdom Chronicler for publication in the *Outlandish Herald* must be:

1. Accompanied by a completed Event Registration form

2. Checked for completeness and accuracy by the Seneschal of the sponsoring group

3. Not written in a way that presents the Society in a bad light

4. Complete. The Kingdom Chronicler WILL NOT write your article. General outlines or incomplete articles will not be published.

5. All event articles are allowed three (3) showings in the Outlandish Herald, one (1) of which MUST be the month of the event (i.e. A March event MUST run in the March OH). The other two publication months are typically the two months preceding the event. An autocrat may request publication more than two months in advance, but that publication will count against the two (2) publication limit.

6. Additional printings may be purchased at the current advertising rates.

7. Kingdom Events (Crown, Coronation, A&S Competition/Collegium, and others as designated by the Crown) receive one (1) page in the publications prior to the event, and two (2) pages the month of the event. Non-Kingdom Events receive one-half (½) page in the publications prior to the event and one (1) page the month of the event.

8. Additional space may be purchased for any publication month at the current advertising rates. Current advertising rates are listed in the front of the Outlandish Herald.

C. A complete Event Announcement for publication must include:

1. Name of the event

2. Date of the event (day, month and Common Era year)

3. Times of the event - when the site opens and closes

4. Name of the sponsoring group

5. Mundane location of the site (site name, city, state, zip), and WRITTEN directions. Maps are optional.

6. Autocrat information: both SCA and legal names, address, and telephone number. 'Contact Information' is defined as: SCA Name, Mundane Name, address, phone number with area code, and an E-mail address if one is available. Contact Information' for other coordinators as mentioned above is defined as: SCA Name, Mundane Name, phone number with area code, and an E-mail address if one is available.

7. A concise schedule of fees, and the statement "checks payable to 'SCA - group' ".

8. Alcohol Status (Wet, dry, discreetly wet, etc.)

D. The local Chronicler's monthly report is his/her newsletter. A brief quarterly report of the state of the office is also required.

XII. POLICIES OF THE KINGDOM EXCHEQUER

A. Reports from local Treasurers are required on a quarterly basis. Due dates are April 30, July 31, October 31 and January 31. Any extension must be requested by the local seneschal in writing. The form for reporting is found in the SCA Treasurer's Handbook, which is available from the SCA Stock Clerk. Forms and due dates for the annual Domesday report will be forwarded to all local Treasurers as soon as they are received by the Kingdom Exchequer from the Society Treasurer.

B. The quarterly report and Domesday report, or a summary thereof, shall be published in each group's newsletter.

C. Post-event financial reports are to be forwarded to the Kingdom Exchequer along with the quarterly report. Copies should also be given to the local Seneschal. Kingdom Events are an exception to this policy. In the case of a Kingdom event, the post-event financial report is due within ten (10) days of completion, with a copy to the Kingdom Seneschal as well as the local Seneschal.

D. All monies collected in the name of the SCA must be counted and detailed as to the exact count of each denomination and check amount and totaled by at least two members of the SCA, their name and signature being verification of performing said duty and deposited in a bank account in a timely manner.

E. The SCA will not cash personal checks. We are not a lending/bank institution.

F. The name of each group's bank account should be "Society for Creative Anachronism, Inc. - (group name)". The SCA's tax ID number, which must be the number used on the account, is 94-1698556.

G. All SCA bank accounts must require two signatures for withdrawal. The local Treasurer, local Seneschal, and Kingdom Exchequer are required to be signers on the account. Others can be designated by the group. No two signers may share the same address. No signers may be Royalty (King, Queen, Prince, or Princess). Unless written permission in the form of a variance is given by the Kingdom Exchequer, a local Seneschal cannot also be the group's Treasurer.

H. Local treasurers must be paid members of the SCA with copies of their membership card and driver's license on file with the Kingdom Exchequer. They must also be of legal adult age.

I. POLICIES OF THE KINGDOM CHAMBERLAIN

1. The Chamberlain has responsibility for the maintenance of all regalia belonging to the Kingdom.

2. "Regalia" includes any items specifically commissioned by the Crown for their use, any items of general usefulness to anyone sitting as Crown, or any items bearing the Royal Arms.

3. Other items received by the Crown as gifts are interpreted as gifts to them personally. This would include gifts of food or drink, clothing, jewelry, or any items bearing stags (excluding Coronets, Signet Rings, other items commissioned for the Regalia or items bearing the Royal Arms).

XIII. POLICIES OF THE KINGDOM MINISTER OF ARTS & SCIENCES

A. Reports from local Arts and Sciences officers are required monthly. These reports are due on the 10th of each month. Very small shires with low activity levels may report bimonthly or quarterly by special arrangement with the Kingdom Minister of Arts & Sciences on a case-by-case basis.

B. Bids for Kingdom Arts and Sciences events (Competitions, and Collegia), should be copied to the Minister of Arts & Sciences.

C. Rules and guidelines for Kingdom Arts and Sciences Competitions are available from the Kingdom Minister of Arts & Sciences.

XIV. POLICIES OF THE KINGDOM EARL MARSHAL

A. Local Knight Marshals are to report to the Kingdom Earl Marshal or at least quarterly. If a serious injury occurs at an event or practice, however, a report must be filed within one week.

B. Rules for armored combat in the Outlands are available from the Kingdom Earl Marshal or on the Outlands Webpage.

C. Minors are eligible to be authorized for armored combat when they reach sixteen (16) years of age.

D. Combat archery is under the supervision of the Earl Marshal. Rules applying to combat archery are found in the Outlands rules for armored combat.

E. POLICIES OF THE ARCHER GENERAL

1. The Archer General's office controls Target Archery. Combat Archery falls under the direct control of the Kingdom Earl Marshal.

2. The Archer General warrants Marshals of the Field.

3. Local Archery officers are referred to as Captains of Archers. These individuals should be authorized Marshals of the Field. If a Captain is not so authorized, appointment to office will be provisional until Marshal training and authorization are completed.

4. Captains of Archers are required to report to the Archer General every month during the IKAC season, and in any other month in which archery activities took place in the group. In the inactive winter months, officers are asked to keep in touch via postcards, if nothing else. Annual Domesday reports are due by December 1 of each year. Copies of these reports should go to the local Knight Marshal.

5. Archer rankings are earned by shooting Royal Rounds, and their ranks are identified by the color of their archer's tassel:

a. Novice - white tassel
b. Bowman - black tassel
c. Yeoman - blue tassel
d. Forester - red tassel
e. Bowmaster - gold tassel
f. Grand Bowmaster - green and gold tassel

6. Binding knots identify distinctions among classes of archery:

a. White knot: children's class
b. Blue knot: open class (modern equipment)
c. Gold knot: period class (more period equipment)

7. The Outlands Target Archery handbook is available from the Archer General and on the Outlands Webpage.

F. POLICIES OF THE MARSHAL OF FENCE

1. Local Rapier Marshals shall report at least monthly to the Kingdom Marshal of Fence. Copies of this report should go to the local Knight Marshal.

2. Minors are eligible to be authorized in rapier combat when they reach fourteen (14) years of age. Minors must be authorized by the Kingdom Marshal of Fence or a representative as designated in writing.

3. The rules for rapier combat in the Outlands are available from the Marshal of Fence.

G. POLICIES OF THE EQUESTRIAN MARSHAL

1. Warranted Equestrian marshals must report as specified by the Kingdom Equestrian Marshal or at least bi-monthly.

2. Any "official" practice, SCA sponsored and published as such in any from must have a warranted marshal in attendance at all times AND must have Equestrian insurance in force. Contact the Kingdom Equestrian Marshal for more information.

3. If a group is planning to host an event, demo, parade, etc. with equestrian activities, the group must first contact the Kingdom Equestrian Marshal who will coordinate with a local Equestrian Marshal to order insurance and coordinate activities with the local seneschal and autocrat. The Kingdom Equestrian Marshal must be contacted in any case. During the event, a warranted Equestrian Marshal must be present at all time and additional Equestrian Insurance from the SCA must be in force.

4. If InterKingdom Equestrian Competitions (IKEQC) are held, they must be in accordance with the IKEQC rules which are available from the Kingdom Equestrian Marshal.

5. Kingdom and Society Equestrian Marshal Regulations are available from the Kingdom Equestrian Marshal.

H. POLICIES OF THE KINGDOM MINISTER OF THE LISTS

1. Local Ministers of the Lists shall report monthly to the Kingdom Minister of the Lists. Reports should include results of any tournaments, with verification that memberships and fighting authorizations were duly checked.

2. Anyone who intends to enter any tournament must be prepared with their SCA membership card and their fighting authorization card. These are to be presented to the Lists officer in charge at every tournament. If the fighter's SCA membership card is not a blue card, then that fighter must also sign a waiver in order to participate in the tournament.

3. The Kingdom List Officer's handbook is available from the Kingdom Minister of the Lists.

XV. POLICIES OF THE KINGDOM CHIRURGEON

A. The Chirurgeons' Guild is the name of the first aid organization in the Kingdom of the Outlands. An active member of the Chirurgeons' Guild is known as a Chirurgeon. Active members of the guild are those individuals who meet all requirements of membership, possess all required knowledge, perform all duties, and for whom there is a signed, valid warrant.

B. The purposes of the Outlands Chirurgeons' Guild include:

1. Providing first aid at events held in the Outlands or at which a large number of the

populace are in attendance (wars).

2. Facilitating the training of apprentices in the application of modern first aid in the setting of the SCA.

3. Assisting the marshallate to ensure a safe environment for fighting by advising marshals of injuries caused by or related to fighting.

4. Promoting safety among the populace at large.

C. Membership in the guild is established by the granting of a warrant as a chirurgeon at large or by being accepted an apprentice of the guild. The following are the minimum requirements for membership in the guild:

1. Current first aid or higher certification

2. Current cardiopulmonary resuscitation certification

3. Current SCA membership

4. Legal age of majority as determined by the Chirurgeons' state of legal residence

5. Successful completion of an observation period

D. Non-combatant's authorization cards for chirurgeons will be issued by an authorizing marshal upon presentation of proof that an individual is a chirurgeon. Authorization cards are only necessary when chirurgeons have a bona fide need to be in an active combat environment (that is, war scenarios).

1. Each chirurgeon must be familiar with mundane standards, regulations, responsibilities and liabilities of providing first aid in their state of residence.

2. Each chirurgeon should also be aware of the same considerations when providing care in an area located outside their state of residence.

3. Each chirurgeon shall be familiar with the information contained in the Chirurgeon's Handbook, Society for Creative Anachronism, Inc. (available from the SCA Stock Clerk) and the Outlands Chirurgeon's Handbook (available from the Kingdom Chirurgeon).

4. Each chirurgeon shall have a working knowledge of Kingdom Law and Society rules and regulations concerning arms, armor and combat.

5. Each chirurgeon shall be familiar with current mundane first aid and cardiopulmonary resuscitation practices and how to apply them in the SCA setting.

E. Reporting: Chirurgeons are required to report to the Kingdom Chirurgeon after each event where the individual performs in the capacity of a chirurgeon and no less than quarterly.

F. Removal: A chirurgeon can have his/her warrant permanently suspended for the following reasons:

1. Failure to offer reasonable first aid practices judged against the mundane qualifications of the chirurgeon

2. Inability to or refusal to cooperate with other guild members, the Crown, marshallate, and/or autocrats

3. Failure to fulfill the "duties of a chirurgeon"

4. Removal of a warrant will be done according to the guidelines provided in the SCA Handbook for the Chirurgeons' Guild.

G. POLICIES OF THE KINGDOM WATERBEARER

1. The Kingdom Waterbearer shall:

a. Provide waterbearer support in a safe and effective manner at events held in the Outlands or at which a large number of the populace are in attendance (wars).

b. Maintain the Kingdom records for the guild

c. Establish training requirements for waterbearers

d. Appoint sufficient waterbearer coordinators in each geographic area to support the needs of the populace

e. Report monthly to the Kingdom Chirurgeon and quarterly to the Corporate Water Bearers Coordinator.

2. Waterbearer coordinators are responsible for training and coordinating waterbearers at events. Waterbearers serving on the field must be at least 16 years of age. Waterbearers under the age of 16 may serve in a support status off the field.

XVI. DESCRIPTIONS OF THE ORDERS AND AWARDS OF THE KINGDOM OF THE OUTLANDS

A. Orders which carry a Grant of Arms

1. The Order of the Stag is given for outstanding service to the Kingdom of the Outlands. Recipients are styled "Companions of the Stag", and are entitled to place the initials "OSO" after their names.

2. The Order of the Flower is given for outstanding achievements in the arts and sciences. Recipients are styled "Flower of the Outlands', and are entitled to place the initials "OFO" after their names.

3. The Order of the Iron Hart is given for outstanding achievements in traditional SCA combat. Recipients are styled "Thegns of the Iron Hart" and are entitled to place the initials "TIH" after their names.

4. The Order of the White Scarf is given for outstanding achievements in the art of period rapier combat. Recipients are styled "Defenders of the White Scarf", are titled "Don" or "Doña", and are entitled to place the initials "DWS" after their names.

5. The Order of Sharparrow is given for outstanding achievements in the art of period archery skills. Recipients are styled as "Archers of the Iron Rain: and are entitle to place the initials "AIR" after their names.

B. Orders which carry an Award of Arms

1. The Order of the Stag's Heart is given for excellence in service to the Outlands. Recipients are styled "Companions of the Stag's Heart", and are entitled to place the initials "CSH" after their names.

2. The Order of the Argent Hart is given for excellence in the arts and sciences. Recipients are styled "Companions of the Argent Hart", and are entitled to place the initials "CAH" after their names.

3. The Order of the Stag's Blood is given for excellence in the art of traditional SCA combat. Recipients are styled "Defenders of the Stag's Blood", and are entitled to place the initials "DSB" after their names.

4. The Order of the Silver Tyne is given for excellence in the art of period rapier combat. Recipients are styled "Defenders of the Silver Tyne", and are entitled to place the initials "DST" after their names.

5. The Order of the Golden Pheon is given for excellence in archery. Recipients are styled "Companions of the Golden Pheon", and are entitled to place the initials "CGP" after their names.

6. The Order of the Silver Stirrup is given for excellence in the Equestrian Arts. Recipients are styled "Companions of the Silver Stirrup", and are entitle to place CSSO after their names.

7. The Order of the Trefoil is given for marshal achievement, arts and sciences, and/or service to members of a shire or canton or college. Recipients are styled "Companions of the Trefoil", and are entitled to place "CTO" after their names.

C. Non-precedential awards

1. The Walker of the Way of the Outlands is given by the Crown to individuals whose behavior shows the highest ideals and values of the Current Middle Ages. It can be bestowed on only one person in each reign. Holders are entitled to place the initials "CWW" after their names.

2. The Order of the Queen's Grace is bestowed by the Queen on persons whose conduct best exemplifies the ideals of courtliness and gentility. Holders are styled "Companions of the Queen's Grace", and are entitled to place the initials "CQG" after their names.

3. The Order of the Legion of Gallantry may be given by the Crown to those individuals who exemplify the ideals of gallantry and courtesy. Recipients are styled "Companions of the Legion of Gallantry", and are entitled to place the initials "CLG" after their names.

4. The Promise of the Outlands is bestowed by the Crown on persons aged 16 years or younger who show great promise. Recipients are entitled to place the initials "CPO" after their names.

5. The Company of the Venerable Guard consists of fighters who have served the martial interests of the Society for fifteen years or more. Those inducted into the Guard are styled "Companions of the Venerable Guard" and are entitled to place the initials "CVG" after their names.

6. The Queen's Cypher is bestowed by the Queen on persons whose work has been of great personal service to her during her reign. Recipients are styled "Bearers of the Queen's Cypher" and are entitled to place the initials "BQC" after their names.

7. The Cordon Royal is bestowed by the King on persons whose work has been of great personal service to him during his reign. Recipients are styled "Bearers of the Cordon Royal" and are entitled to place the initials "BCR" after their names.

8. The Company of the Knights Pensioner consists of fighters who have served the martial interests of the Society for 30 years or more. Recipients of this award shall be styled depending upon their precedence, for example, if they are knights, they will be known as Knight Pensioners of the Venerable Guard. If they are armigerous, they will be known as Lord/Lady Pensioners of the Venerable Guard. They shall be entitled to place the initials P.V.G. after their names.

The Society for Creative Anachronism, Inc.
P.O. Box 360789
Milpitas, CA 95036-0789

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APPENDIX B: STANDARD WARRANT FORM

WARRANT OF APPOINTMENT TO OFFICE

Society for Creative Anachronism, Inc.

Let it be known that _____(Legal Name)

of _____(Full Address)

_____(Telephone and Email)

known within the Society as _____(Society Name)

is hereby appointed as _____ (Office/branch)

for a period of _____ (Term of Office or Equivalent) or until _____ (Date).

This Warrant shall become effective upon _____ (Date) and supersedes any existing or previous Warrant for this office.

SIGNED: **DATE:**

_____ _____

_____ _____

_____ _____

Required signatures – please sign with legal name only:

Corporate Officers: three Board members.

Deputy Corporate Officers: two Board members and the appropriate Corporate Officer.

Kingdom Officers with Corporate Superiors: Crown and the appropriate Corporate Officer.

Great Officers: Crown/Coronet and the appropriate kingdom/principality officer, if any.

Lesser Officers: Crown/Coronet and the appropriate kingdom/principality officer, if any.

Other officers: as established by kingdom law and custom, but must include more than one signature, and must include royalty.

This warrant supersedes all previous warrants for this position. Once it has been completed, copies must be sent to all parties involved in the execution of the warrant. It will serve as formal proof of appointment for any officer.

This form may be photocopied or reproduced in any mechanical medium that preserves the complete text. No alterations are permitted, except for the establishment of consolidated warrants prepared as described in Corpora VII.K.1.

SOCIETY FOR CREATIVE ANACHRONISM, INC.
P.O. Box 360789. Milpitas, California 95036-0789. Tel (408) 263-9305. Fax (408) 263-0641

CONSENT TO PARTICIPATE AND RELEASE LIABILITY

EVENT: _____ DATE: _____

I , the undersigned, do hereby state that I wish to participate in activities sponsored by the international organization known as the Society for Creative Anachronism, Inc., a California not-for-profit corporation (hereafter "SCA")

The SCA has rules which govern and may restrict the activities in which I can participate. These rules include, but are not limited to: Corpora, the by-laws, the various kingdom laws and the Rules for combat related activities,

The SCA makes no representations or claims as to the condition or safety of land, structures or surroundings, whether or not owned, leased, operated or maintained by the SCA.

I understand that all activities are VOLUNTARY and that I do not have to participate unless I choose to do so. I understand that these activities are potentially dangerous or harmful to my person or property, and that by participating I voluntarily accept and assume the risk of injury to myself or damage to my property.

I understand that the SCA does NOT provide any insurance coverage for my person or my property. I acknowledge that I am responsible for my safety and my own health care needs, and for the protection of my property.

In exchange for allowing me to participate in these SCA activities and events, I agree to release from liability, agree to indemnify, and hold harmless the SCA and any SCA agent, officer, or SCA employee acing within the scope of their duties, for any injury to my person or damage to my property.

This Release shall be binding on myself, successors in interest, and/or any person(s) suing on my behalf.

I have read the statements in this document. I agree with its terms and have voluntarily signed it. I understand that this document is complete unto itself and that any oral promises or representations made to me concerning this document and/or its terms are not binding upon the SCA, its officers, agents and/or employees.

I UNDERSTAND THAT THIS IS A LEGAL DOCUMENT. I HAVE READ AND UNDERSTOOD THIS RELEASE AND I UNDERSTAND ALL ITS TERMS. I EXECUTE IT VOLUNTARILY AND WITH FULL KNOWLEDGE OF ITS MEANING AND SIGNIFICANCE.

LEGAL NAME (PRINT)	LEGAL NAME (SIGN)

The Society for Creative Anachronism, Inc.

P.O. Box 360789 Milpitas, California 95036-0789 Tel (408) 263-9305 Fax (408) 263-0641

CONSENT TO PARTICIPATE AND RELEASE LIABILITY

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I understand that the SCA does NOT provide any insurance coverage for my person or my property. I acknowledge that I am responsible for my safety and my own health care needs, and for the protection of my property.

In exchange for allowing me to participate in these SCA activities and events, I agree to release from liability, agree to indemnify, and hold harmless the SCA, and any SCA agent, officer, or SCA employee acting within the scope of their duties, for any injury to my person or damage to my property.

This Release shall be binding upon myself, successors in interest, and/or any person(s) suing on my behalf.

I have read the statements in this document. I agree with its terms and have voluntarily signed it. I understand that this document is complete unto itself and that any oral promises or representations made to me concerning this document and/or its terms are not binding upon the SCA, its officers, agents and/or employees.

I UNDERSTAND THAT THIS IS A LEGAL DOCUMENT. I HAVE READ AND UNDERSTOOD THIS RELEASE AND I UNDERSTAND ALL IT'S TERMS. I EXECUTE IT VOLUNTARILY AND WITH FULL KNOWLEDGE OF ITS MEANING AND SIGNIFICANCE.

Legal Name (PRINT): _____

Legal Name (SIGN): _____

Date: _____

The Society for Creative Anachronism, Inc.

P.O. Box 360789 Milpitas, California 95036-0789 Tel (408) 263-9305 Fax (408) 263-0641

MINOR'S CONSENT TO PARTICIPATE AND HOLD HARMLESS AGREEMENT

_____ (hereafter referred to as "the minor")
Print Minor's Legal Name

does hereby state that the minor wishes to participate in activities sponsored by the international organization known as the Society for Creative Anachronism, Inc., a California not-for-profit corporation (hereafter "SCA").

The SCA has rules which govern and may restrict the activities in which the minor can participate. These rules include, but are not limited to: Corpora, the By-laws, the various kingdom laws and the Rules for combat related activities.

The SCA makes no representations or claims as to the condition or safety of the land, structures or surroundings, whether or not owned, leased, operated or maintained by the SCA.

The minor's parent(s) or guardian(s) understand that all activities are VOLUNTARY and that the minor does not have to participate. It is understood that these activities are potentially dangerous or harmful to the minor's person or property, and that by participating, the minor's parent(s) or guardian(s) voluntarily accepts and assumes the risk of injury to the minor or damage to the minor's property.

It is understood that the SCA does NOT provide any insurance coverage for the minor's person or property; and minor's parent(s) or guardian(s) acknowledge that they are responsible for the minor's safety and the minor's own health care needs, and for the protection of the minor's property.

In exchange for allowing the minor to participate in these SCA activities and events, the minor by and through the undersigned, agrees to release from liability, agrees to indemnify, and hold harmless the SCA, and any SCA agent, officer, or SCA employee acting within the scope of their duties, for any injury to the minor's person or damage to the minor's property.

This Release shall be binding upon the minor, the parent(s) or guardian(s), any successors in interest, and/or any person(s) suing on the minor's behalf.

The minor's parent(s) or guardian(s) understand that this document is complete unto itself and that any oral promises or representations made to them concerning this document and/or its terms are not binding upon the SCA, its officers, agents and/or employees.

PARENT OR LEGAL GUARDIAN MUST SIGN BELOW:

I, the undersigned, state that I am the parent or legal guardian of the minor whose name appears above. I understand that the above terms and conditions apply to said minor and to myself. I further understand that said minor cannot participate under ANY circumstances in armored martial arts, any combat-related activities, combat-archery, or fencing without parental consent where such participation is allowed by kingdom law. The minor will not be able to participate in any SCA activities without entering into this agreement. This document is binding on myself, the said minor and any person suing on behalf of said minor.

Minor's Name (PRINT): _____

Birthdate of minor: _____ Home State of minor: _____

Legal Name (PRINT): _____
Parent/Guardian

Legal Name (SIGN): _____ Date: _____
Parent/Guardian

CHILD GUARDIAN CONSENT FORM

I _____ of _____, the current legal parent of
(child's parent) (parent's city & state)

_____ born on _____, hereby appoint
(child's name) (child's date of birth)

_____ of _____ as legal guardian for my child
(guardian's name) (guardian's city and state)

for the period of time beginning on _____ and ending on _____.

The guardian shall have the right to:
1. Determine and authorize necessary medical attention.
2. Provide necessary clothing, food, and shelter.
3. Generally act in loco parentis.

Executed this _____ day of _____, _____

_____
(Parent's Signature)

State of _____

County of _____

On this _____ day of _____, _____, before me, the undersigned, a Notary Public in and for the State and County mentioned above, personally appeared _____, known to me or satisfactorily proven to be the person who executed the foregoing instrument, and who have acknowledged the execution of the same.

Subscribed and sworn to before me this _____ day of _____,_____.

My Commission Expires:
_____

_____
NOTARY PUBLIC

Kingdom of the Outlands
Event Registration Form

Mail this completed form to the Keeper of the Kingdom Calendar: Roland O'Rourke c/o Rob Hatcher 11563 E. Cedar Ave. Aurora, CO 80012. Send a copy to the Kingdom Chronicler with your newsletter article. Please print clearly and fill out ALL of the information below. If you have any questions, call the Keeper of the Kingdom Calendar # 303-341-5765 (before 9p.m. MST) or email: rhatcher@tribune.com

Event Name _____ Event Date(s) _____
SCA Branch _____ Modern Name _____
Site Opens (day/time) _____ Site Closes (day/time) _____
Modern Name & address of site _____
Clear directions _____
_____
Site amenities & restrictions _____
_____

We plan to publish in the *Outlandish Herald* Yes No ___ If yes, please initial the following: I have read the article guidelines, available from any seneschal or chronicler, and understand that deadlines need to be met and all required information must be in the event article to ensure that the article will be published. _____

Explain the importance and scope of this event _____
_____

Name & address of nearest medical facility _____
_____ Distance to site in miles _____

Does site allow Alcohol: Yes ____ No ____ Other pertinent information _____

Autocrat: SCA name (print) _____ Member # _____ Expires _____
Modern Name (print) _____ Modern Name (sign) _____
Phone _____ e-mail address _____
Address _____

Sponsoring SCA Group _____
Seneschal: SCA Name (print) _____
Modern Name (print) _____ Modern Name (sign) _____

Baron/ess: SCA Name (print) _____ *Groups within the jurisdiction of a Barony must have this signature!
Modern Name (print) _____ Modern Name (sign) _____

2nd Officer: SCA Name (print) _____ *Groups not within the jurisdiction of a Barony must have this signature!
Modern Name (print) _____ Modern Name (sign) _____

Kingdom Use Only
Date Received _____ Approved: _____ Yes _____ No
If no, give reason _____
Seneschalate: _____

Kingdom of the Outlands Publication Permission Form

I' _____, being known in the Society/or Creative Anachronism, Inc., (hereinafter referred to as 'SCA') as, _____ do hereby certify that I am the sole/joint author/creator of the drawing/poem/story/article/song/other entitled _____.
As a joint author/creator of this work, I give the names of all others involved in the work's creation:

_____

_____

_____

Please check either Option 1 or Option 2, depending upon your preference. If you select Option 1, please sign and date the form, and leave all other portions blank.

◇ Option 1: I hereby release all claim of ownership of the copyright of this work, and hereby transfer ownership of the copyright to the SCA for use by its members.

◇ Option 2: I hereby grant to _____, Kingdom Chronicler for the Kingdom of the Outlands, the right to publish my work in the Outlandish Herald. Proper credit to the author(s)/creator(s) must be given when published.

I realize that I retain all other rights to the submitted work. In the event that I am not the sole author/creator of the submitted work, I shall assist the Kingdom Chronicler in obtaining a properly completed copy of this release form from all of my co-authors/co-creators. I further realize that my work (with the exception of poetry and artwork) may, due to space availability or editorial concerns, may be edited or abridged by the Kingdom Chronicler, unless I specifically deny such editing below. I furthermore understand that any such editing or abridgement will be done with such care as to maintain the integrity of the content and context. If my work is published in an edited/abridged form, the Kingdom Chronicler will place the text "Abridged from original text by <name>." at the bottom of the work. In addition, I request/authorize the following: (Check all that apply)

◇ This work may not be edited or abridged

◇ I wish to have my work removed from the Kingdom Chronicler's files and destroyed on:_____

◇ I authorize the Kingdom Chronicler to release my work for publication in other publications of the SCA, provided that a copy of this form be given to the Chronicler of the requesting publication. This authorization will expire on: _____

◇ Please send me a copy of the publication in which my work has been used. My address is as follows:

_____

_____

_____

Signed this ____ day of_____, being _____ in the common reckoning of years.

Signature (Legal name): _____

SOCIETY FOR CREATIVE ANACHRONISM, INC. (SCA)

membership application

ENCLOSE YOUR PAYMENT OR COMPLETE CREDIT CARD INSTRUCTIONS AND SEND FORM TO:

The Society for Creative Anachronism, Inc. ● Office of the Registry
P.O. Box 360789 ● Milpitas, California 95036-0789, U.S.A.
Tel (408) 263-9305, (800) 789-7486 ● Fax (408) 263-0641

CREDIT CARD INSTRUCTIONS ARE ACCEPTED BY FAX

MEMBERSHIP TYPES:

● **Sustaining: $35.00** - Subscribing membership for those served by U.S. Postal Service. Sustaining members are eligible to hold office and any other privileges designated. They receive subscriptions to ***Tournaments Illuminated*** and their Kingdom's newsletter.

● **International (Foreign):** - Please request International Form. Subscribing membership not served by U.S. Postal Service. International members are eligible to hold office and any other privileges designated. International members receive ***Tournaments Illuminated*** or their Kingdom Newsletter (Must Indicate).

● **Contributing:** Subscribing members may add to the basic donation to help in the general operation of the Society.

Suggested U.S. tax-deductible amounts_____$25 _____$50 _____$100 _____Other

● **Associate: $20.00** - Non-subscribing membership. Associate members are eligible to hold office and any other privileges designated, except where other membership categories are required by Corpora or the Bylaws. Associate membership does not include subscriptions to ***Tournaments Illuminated*** or a Kingdom newsletter. **Receives membership card only.**

● **Family: $10.00** - per non-subscribing membership for immediate family of a Subscribing or International member residing at the same address. Family members are extended the privileges of associate membership. A maximum of $60.00 will be collected from families with one Sustaining and three or more family members ($35.00 + $25.00). A maximum of $50.00 will be collected from families with one International and three or more family members ($25.00 + $25.00). **NOTE: A separate application form must be completed and signed for each family member.**

MEMBERSHIPS ARE EFFECTIVE IMMEDIATELY UPON RECEIPT OF PROPERLY COMPLETED MEMBERSHIP APPLICATIONS AND PAYMENT. SUBSCRIPTIONS MAY TAKE 3 TO 6 WEEKS FOR PROCESSING. FOR CONFIRMATION SEND SELF-ADDRESSED STAMPED BLANK POSTCARD (1 POSTCARD PER PERSON).

NO FAXED CONFIRMATION.

SOCIETY FOR CREATIVE ANACHRONISM, INC.
CONSENT TO PARTICIPATE AND RELEASE LIABILITY

I, the undersigned, do hereby state that I wish to participate in activities sponsored by the international organization known as the Society for Creative Anachronism, Inc., a California not-for-profit corporation (hereafter "SCA").

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In exchange for allowing me to participate in these SCA activities and events, I agree to release from liability, agree to indemnify, and hold harmless the SCA, and any SCA agent, officer or SCA employee acting within the scope of their duties, for any injury to my person or damage to my property.

This Release shall be binding upon myself, successors in interest, and/or any person(s) suing on my behalf.

I have read the statements in this document. I agree with its terms and have voluntarily signed it. I understand that this document is complete unto itself and that any oral promises or representations made to me concerning this document and/or its terms are not binding upon the SCA, its officers, agents and/or employees.

I UNDERSTAND THAT THIS IS A LEGAL DOCUMENT. I HAVE READ AND UNDERSTOOD THIS RELEASE AND I UNDERSTAND ALL ITS TERMS. I EXECUTE IT VOLUNTARILY AND WITH FULL KNOWLEDGE OF ITS MEANING AND SIGNIFICANCE.

Legal Name (PRINT): _____

Legal Name (SIGN): _____

Parent/Guardian (SIGN): _____

Date: _____

MEMBERSHIP INFORMATION - *No Calligraphy! - Print or Type Clearly*

Must be filled out or will be returned

Legal Name: _____

Address: _____

_____

City: _____ **State:** _____

Country: _____ **Postal or Zip Code:** _____

Phone (Home): _____ **Phone (Work):** _____

Society Name: _____
(Optional)

(For reference only. Society names are registered through the College of Heralds)

PROCESSING TIME: 4-7 WEEKS.

The cutoff for each month is NOON of the last working day of the month. Forms that come in after the cutoff are processed for the following month. Newsletter cycle is: January deposit equals March labels, etc.

RATES EFFECTIVE 1/1/95

PLEASE CIRCLE CORRECT AMOUNTS:

Membership Type	*Annual*
Sustaining	$35.00
(U.S. First Class Postage)	$7.00
(Contributing donation)	_____
Associate	$20.00
Family ($10.00 x # members)	_____
International (Please request International Form)	
Enter total for membership & postage:	$_____

Additional Publications	**U.S. ONLY Third Class**	**INTERNATIONAL OR U.S. First Class**
□ Artemesia	$8.00	$15.00
□ Aethelmearc	$8.00	$15.00
□ Ansteorra	$8.00	$15.00
□ An Tir	$8.00	$15.00
□ Atenveldt	$8.00	$15.00
□ Atlantia	$8.00	$15.00
□ Caid	$8.00	$15.00
□ Calontir	$8.00	$15.00
□ Ealdormere	N/A	$15.00
□ East	$8.00	$15.00
□ Meridies	$8.00	$15.00
□ Middle	$8.00	$15.00
□ Outlands	$8.00	$15.00
□ Trimaris	$8.00	$15.00
□ West	$8.00	$15.00
□ Lochac	N/A	$15.00
□ Drachenwald	N/A	$15.00
□ Compleat Anachronist	$8.00	$15.00
□ Board Proceedings	---	$15.00

TOTAL AMOUNT ENCLOSED: $_____

(Please send U.S. Funds only)

□ New Membership □ Renewal

□ Change of Address □ Replacement Card

Check or Money Order, payable to S.C.A., Inc.

□ MasterCard □ VISA

Credit Account Number:

Month Year

Card Expiration Date _____ Signature

FOR REGISTRY USE ONLY

Bank Number _____

Membership No. _____

Revised 2/99

The Society for Creative Anachronism, Inc.

Medical Authorization for Minors

I, _____, the parent of or legal guardian of

_____, a minor, do hereby authorize any one or more of

_____, _____or

_____, as agents for myself in my absence or incapacitation to consent to any x-ray examination and anesthetic, medical or surgical diagnosis or treatment and medical care which is deemed advisable by and is to be rendered under the general or special supervision of any physician or surgeon licensed under the provisions of the Medical Practice Act on the medical staff of any hospital whether or not such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power on the part of the aforesaid agents to give specific consent to any and all such diagnosis, treatment or hospital care which aforementioned physician in the exercise of his or her best judgement may deem advisable.

I hereby authorize any hospital which has provided treatment to the above-named minor to surrender physical custody of such minor to the above-named agents upon the completion of treatment.

These authorizations shall remain effective until _____, _____.

Signature of Parent or Legal Guardian: _____

Date: _____

Please note any specific health plan or insurance information such as membership or policy numbers on the back of this form.

Copies of this form, duly executed, should be in the possession of the named minor; at least one adult named in the document and present at the event; and the parent or guardian executing the Medical Authorization.

The SCA requires minor participants (i.e., those having to have waivers) whose parents or legal guardians are not present at the event to have a valid Medical Authorization form. The SCA recommends use of the Medical Authorization for all minors whose parents or legal guardians are present.

Kingdom of the Outlands
Kingdom Event Bid Form

Mail this completed form to Duncan MacAllister c/o Eric Schooley, 900 E. 6th Street, Cheyenne, WY 82007. Please be sure to keep a photocopy for your files. Please print clearly and fill out **ALL** of the information requested below, and submit along with original signatures. If you have any questions, please call Duncan at (307) 637-5293, (307) 630-6402, or E-mail lairdduncan@earthlink.net (No phone calls after midnight, please).

All bids are due 6 months prior to the event being bid for. Earlier bids are highly encouraged, later bids will be dealt with on a case-by-case basis.

We are placing a bid on the following event:

Spring Crown Tournament (S)	Date:
Spring Coronation (N)	Date:
Fall Crown Tournament (N)	Date:
Fall Coronation (S)	Date:
Queen's Prize Tournament	Date:
Arts & Sciences Collegium	Date:
Arts & Sciences Competition	Date:
StagsCon	Date:
Other Kingdom Event	Date:
Any Known World Event	Date:
If other, indicate event bidding for at right:	

Please print the information in the spaces below (except where otherwise noted)

Submitting Group:	Modern city name:
Autocrat (SCA name):	Member#/Expiration:
Autocrat (Modern name):	Signature:
Phone number:	E-mail (if available):
Postal Mail Address:	
Site open date/time:	Site close date/time:
Modern name/Address of site:	
Clear Directions:	

Site Amenities/Restrictions:
Name/Address/Distance of nearest Medical Facility:
Name/Address of alternate indoor site (**REQUIRED**):
Clear directions:
Site Amenities/Restrictions:

Other Pertinent Information

Along with this form, please submit a proposed budget, detailing site costs, meal costs, and any other expenses. It is also highly recommended that you give a description of the ambiance that can be created. Please include the size of the feast hall, how many people can be accommodated, potential Royal/Baronial accommodations, etc.

We intend to donate ____% of the event profits to the Kingdom of the Outlands

We understand that fund-raisers benefitting the Kingdom are encouraged and will be considered separate from event profits.

We understand that all scheduling during the event, including court times, must be approved by the Crown or a Crown designate. We will schedule Peer Circles and Kingdom Officer meetings as requested by the Crown and Kingdom Seneschal. Unless otherwise informed, we understand that these meeting will require a >private= area for a minimum of one-hour for each scheduled meeting.

We understand that the autocrat or Royal Liaison will work with the Crown or Crown Designate in arranging accommodations, etc. during the event. We further understand that the Crown will require a >private= area in which to hold meetings, or simply to relax.

We understand that more crash space is typically required for Kingdom Events than for most local events. For non-camping events, we will provide sleeping arrangements through local members= homes, or, where possible, through discounts at local motels. Where possible, we will provide a list of possible hotels along with phone numbers.

If our bid is accepted, we understand that it is our group=s responsibility to meet all deadline requirements for submission to the Outlandish Herald. Once accepted, we will send a copy of this form to the Kingdom Chronicler with our event article.

Seneschal: SCA name (Print)	
Modern Name (Print):	Modern Signature:
*** Baronies, or groups within Baronies **MUST** have the Landed Baron or Baroness as the second signature. All other groups must have a 2nd Officer as the second signature.	
SCA Name (Print):	
Modern Name (Print):	Modern Signature:

Kingdom Use Only	Date Received: _____ Date Submitted to Crown: _____ Initials: _____ Date Bid Accepted: _____ Date Bid Rejected: _____ Initials: _____ Date Group Notified: _____ Initials: _____
Form Revised 3/12/2002 (A.S. XXXVI)	